

ASSISTANT ATTORNEY GENERAL

DEFINITION: Under general direction, manages a component program unit of the Office of the Attorney General; performs professional legal work of significant depth and complexity where legal precedents are absent due to the novelty and sensitivity of the type of legal issues involved; court cases are such that decisions may have a major social and political impact on the Navajo Nation; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Directs, controls and regulates program budget; provides legal direction to other attorneys in preparing and responding to complex legal questions and assignments; determines if subject legal issues prepared for trial by subordinate attorneys are of significant importance to pursue or prosecute; determines if there is adequate evidence; determines if prosecution may adversely affect the Nation's sovereign status or pursuit of self-governance.

Provides direction and handles extremely difficult legal questions or problems, such as, tax disputes with state governments, law enforcement related issues regarding non-Indians, major industry as it relates to excluding tribal jurisdiction, water rights disputes with state governments and federal agencies, etc.; handles legal problems that may adversely impact the Nation's relationship with state governments and federal agencies.

Determines acceptance of case; assigns cases to lower graded attorneys; assures work produced by lower graded attorneys is consistent with the intent of established laws, rules and regulations, and are administratively sound; assists staff and those employed with other organizations on legal matters that may be of precedent setting nature; advises on legal and policy questions pertaining to the operation of assigned organization.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of federal, state and tribal laws affecting assigned area.
Knowledge of federal Indian Law.
Knowledge of legal research methods and techniques.
Knowledge of legal precedents.
Knowledge of supervisory methods and techniques.
Skill in analyzing and organizing facts, evidence, and precedents.
Skill in preparing and presenting legal opinions.
Skill in presenting material and developing an appropriate argument or defense.
Skill in verbal and written communication.
Skill in establishing and maintaining effective working relationships.
Ability to perform legal research involving the most complex questions of law.
Ability to analyze complex legal problems.
Ability to apply legal principles and precedence.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

THE NAVAJO NATION

Class Code: 0401
Unclassified Personnel
Series Non-Executive Appointments
Group Overtime Code: Exempt
Pay Grade: 74

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MINIMUM QUALIFICATIONS:

- A Juris Doctorate; and eight (8) years professional experience as a state licensed attorney, two (2) years of which must have been in a supervisory capacity. Licensed to practice law in Arizona, New Mexico, or Utah and the Navajo Nation.

PREFERRED QUALIFICATIONS:

- Eight (8) years professional experience as a state licensed attorney, four (4) years of which must have been in a supervisory capacity.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.